

Retention and Classification Report

Agency: Department of Natural Resources. Division of Wildlife Resources.
Regional Offices (1320)
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Records Officer Robin Hutchins

81699 Wildlife documents sold by regions and agents

AGENCY: Department of Natural Resources. Division of Wildlife Resources.
Regional Offices

SERIES: 81699

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TITLE: Wildlife documents sold by regions and agents

DATES: 1976-

ARRANGEMENT: Numerical by permit number

DESCRIPTION:

These are copies of hunting and fishing licenses and permits sold by the regional offices or agents. The original is given to the individual applying to hunt or fish and the agent copy is kept at the agent location. The information includes name of applicant, type of license and permit sold, home address, birth date, telephone number, physical characteristics, and driver license number.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 04/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then destroy provided administrative need has ended.

APPRAISAL:

Administrative

Because the record copy is maintained in the main office for three years, a retention of one year will satisfy the reference demands of the regional offices.

PRIMARY CLASSIFICATION:

Private